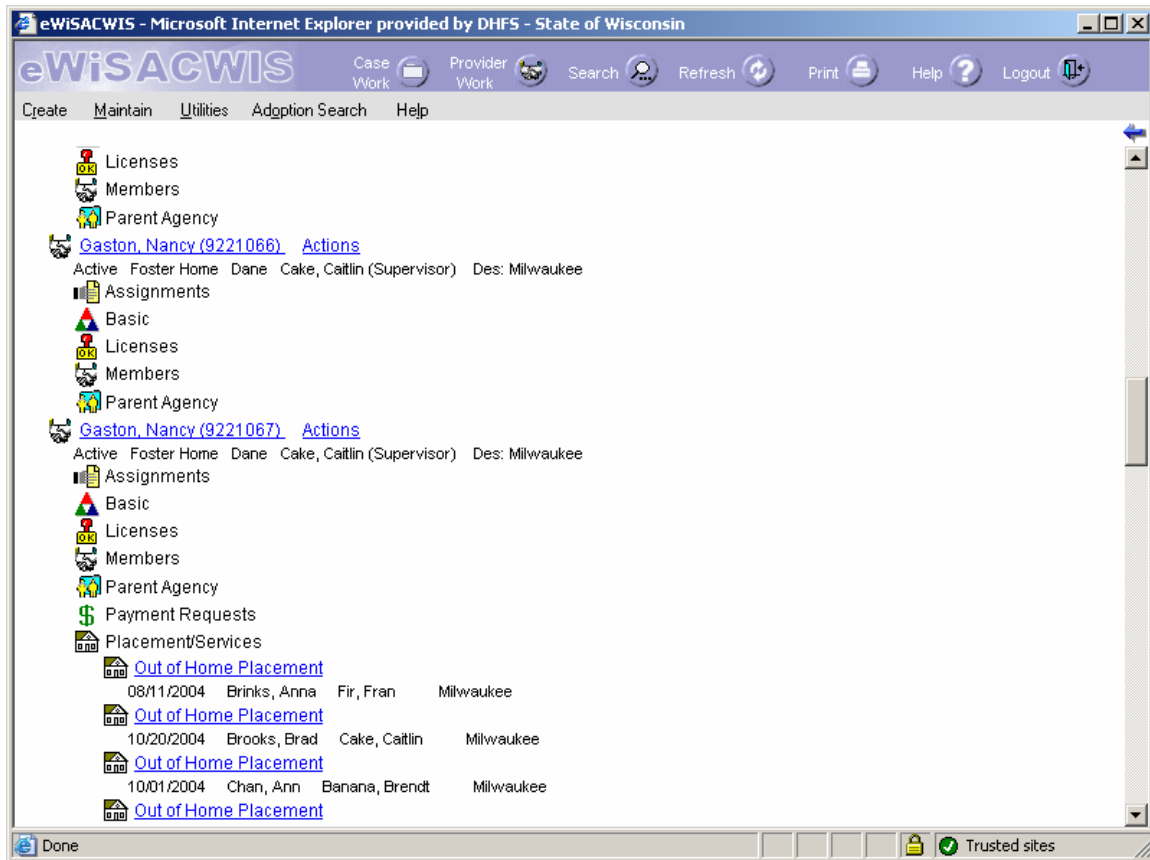


Provider Link

Key Features:

- Provider Link functionality is designed to cleanup duplicate provider records in the system by linking duplicate provider records to one retained provider record.
- In order to link a duplicate provider record to a retained provider, the duplicate provider must have the Type: Duplicate, Status: Inactive and will no longer be editable.
- There is a new provider icon (a key) that will be associated with a duplicate provider record once it has been identified as Duplicate/Inactive.
- When workers search for an duplicate provider record the search results will redirect the worker to the retained / active provider record.
- Only workers in the designated county with updated Link Providers security and an assignment to that provider will be able to link Foster Home and Treatment Foster Home provider records.
- Placement history on the Permanency Plan will reflect one continuous placement once the providers have been linked and the placement dates are consecutive.
- Home Providers can be linked to Private Providers and vice versa. However, only certain non-adoption state employees will have the appropriate security to link duplicate Private Provider records to a retained provider record.
- Placements recorded with the duplicate provider will automatically be ended. Notifications are e-mailed to all workers with open assignments to the case informing them about the duplicate provider cleanup effort and the specific placements that are affected. Worker then have a 14 day window of opportunity to manually close the placement with the duplicate provider and re-open it with the retained provider record. At the end of 14 days the placement with the duplicate provider record will automatically be closed and another e-mail will be sent to the workers notifying them that the new placement must be re-opened with the retained provider record. This e-mail will provide specific instructions on what dates should be used for the re-opened placement.
- Rate settings for all re-opened placements with the retained provider record will need to be re-created.

1. Identify which provider record is a duplicate. This is the record you will link to the Retained Provider record. Open the record by clicking the provider name hyperlink on the desktop.



Provider Link

- For the duplicate provider record, select the Type value of 'Duplicate'

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Basic

Number: 9221067 Name: Nancy Gaston Type: Foster Home Status: Active

Lcons. Type: Licensed by a Priv Org or Another State Lcons. Agency: HSRS Number:

Home Members Character Training

Home Information

Parent 1: Nancy Gaston

C/O: Street: 1245 River Road Apt: Work: (605)122-5489 Ext: Steele

City: Madison State: WI Zip: 53701 Fax: (605)122-5489 Ext:

Country: United States

Emergency Contact Information

Name: Phone: Ext: Name: Phone: Ext:

Further Information

Primary Language: English ☐ EFT

Marital Status: Single Female ☐ 1099 Form Required

County: Dane ☐ FEIN ☐ SSN ☐ N/A

Parent Agency: Nancy Gaston

County Provider ID

County Provider ID Delete

Options: Insert Save Close

Done Trusted sites

Provider Link

3. Selecting the Type field as 'Duplicate' will automatically set the status of the provider to 'Inactive' and a Search hyperlink will be displayed. Select the 'Search' hyperlink displayed next to the Status drop down to search for the retained provider record you want to link the duplicate provider record to.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Basic
 Number: 9221067 Name: Nancy Gaston Type: **Duplicate** Status: **Inactive** [Search](#)

Duplicate Provider -
☐ Send Reminder Reminder Date: HSRS Number:
☐ Completed Completed Date:

Home **Members** **Characteristics** **Services** **Training**

Home Information
Parent 1: Nancy Gaston
 C/O: Street: 1245 River Road Apt: Parent 2: Robin Steele
 City: Madison State: WI Zip: 53701 Home: (608)987-6541 Ext:
 Country: United States Work: (605)122-5489 Ext:
 Fax:

Emergency Contact Information
 Name: Phone: Ext: Name: Phone: Ext:

Further Information
 Primary Language: English ☐ EFT
Marital Status: Single Female ☐ 1099 Form Required
 County: Dane ☐ FEIN
 Parent Agency: Nancy Gaston ☐ SSN
☐ N/A

County Provider ID
 County Provider ID Delete

Options:

Done Trusted sites

Provider Link

1/3/05

4. On the Search page, enter the name or provider ID of the Provider that this record should be linked to. Select the appropriate provider record by clicking the radio button. This should be the Retained Home Provider record. Select Continue. Note: A provider cannot be linked to itself.

Search -- Web Page Dialog

eWISACWIS Print Spell Check Help

Search Criteria

Provider Name: First Name: Provider ID:

Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted Search Precision:

Record 1 to 4 of 4

Providers Returned

- ☐ Gaston, Nancy (9221054)
Active Foster Home Dane Cake, Caitlin (Supervisor) Des: Milwaukee
- ☐ Gaston, Nancy (9221066)
Active Foster Home Dane Cake, Caitlin (Supervisor) Des: Milwaukee
- ☐ Gaston, Nancy (9221067)
Active Foster Home Dane Cake, Caitlin (Supervisor) Des: Milwaukee
- ☒ Gaston, Nancy (9221074)
Active Foster Home Dane Cake, Caitlin (Supervisor) Des: Milwaukee

Page 5 Sec 1 5/5 At 2.5" Ln 10 Col 1 REC TRK EXT OVR English (U.S.)

Provider Link

5. The Home Provider page returns indicating that this is a duplicate record and refers the user to Retained Provider Name and ID number. Also in the Basic Group Box are 'Send Reminder' and 'Completed' check boxes and dates.
- a. The 'Send Reminder' check box will add the current date to the 'Reminder Date' field and upon save, will set a 'Provider Link' tickler that will notify the worker completing the 'Linking' process 14 days prior to the ending of the placements. The 'Send Reminder' check box will also notify all workers with open assignments to the case of the changes to open placements as a result of the 'Provider Link' process. Upon notification the workers can either manually end the placements recorded with the duplicate provider or the system will automatically end the placements with the appropriate end dates upon clicking the Complete checkbox and saving the duplicate provider record.
- b. The 'Completed' check box will add the current date to the 'Completed' date field and upon save will:
- Set the date completed to the current date
 - Set Bed Capacity to '0'
 - Set the Provider record to show '0' children in placement
 - The active licensed and unlicensed service types will be set to Inactive.
 - If approved Out of Home Placements exist, end the placements.
 - If pending Out of Home Placement/In Home Services exist – 'Not Approve' the record with the person inactivating the duplicate provider.
 - If pending Service Ending exists for OHP/In Home Services exist – approve the ending with the name of the person inactivating the duplicate provider.
 - If an approved active license exists, end the license on the Additional Licensing Actions page with the name of the person who is inactivating the duplicate provider.
 - If a pending license exists, 'not approve' the license on the License Approval page with the name of the person who is inactivating the duplicate provider.
 - If an approved Foster Care Rate Setting exists, end the FCRS with the name of the person who is inactivating the duplicate provider.
 - If a pending Foster Care Rate Setting exists, 'not approve' the license with the name of the person who is inactivating the duplicate provider.
 - If an approved FCRS exists with a pending FCRS Ending – approve the ending FCRS with the name of the person who is inactivating the duplicate provider.

- If an approved FCRS exists with an approved FCRS ending-approve the ending FCRS with the name of the person who is inactivating the duplicate provider.
- If Retained Provider is Inactive, automatically set the status to Active.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check ABC Help ?

Basic
 Number: 9221054 Name: Nancy Gaston Type: Duplicate Status: Inactive Search

Duplicate Provider -
☒ Send Reminder Reminder Date: 01/03/2006
☒ Completed Completed Date: 01/03/2006 HSRS Number:

Please use 'Nancy Gaston' Provider ID: 9221074

Home Members Characteristics Services Training

Home Information
Parent 1: Nancy Gaston
 C/O: Street: 452 Main Street Apt: Parent 2: Home: (605)555-1258 Ext:
 City: Lynxville State: WI Zip: 54640 Work: (605)122-5489 Ext:
 Country: Fax:

Emergency Contact Information
 Name: Phone: Ext: Name: Phone: Ext:

Further Information
 Primary Language: English ☐ EFT
Marital Status: Single Female ☐ 1099 Form Required
 County: Dane ☐ FEIN ☐ SSN ☒ N/A
 Parent Agency: Nancy Gaston

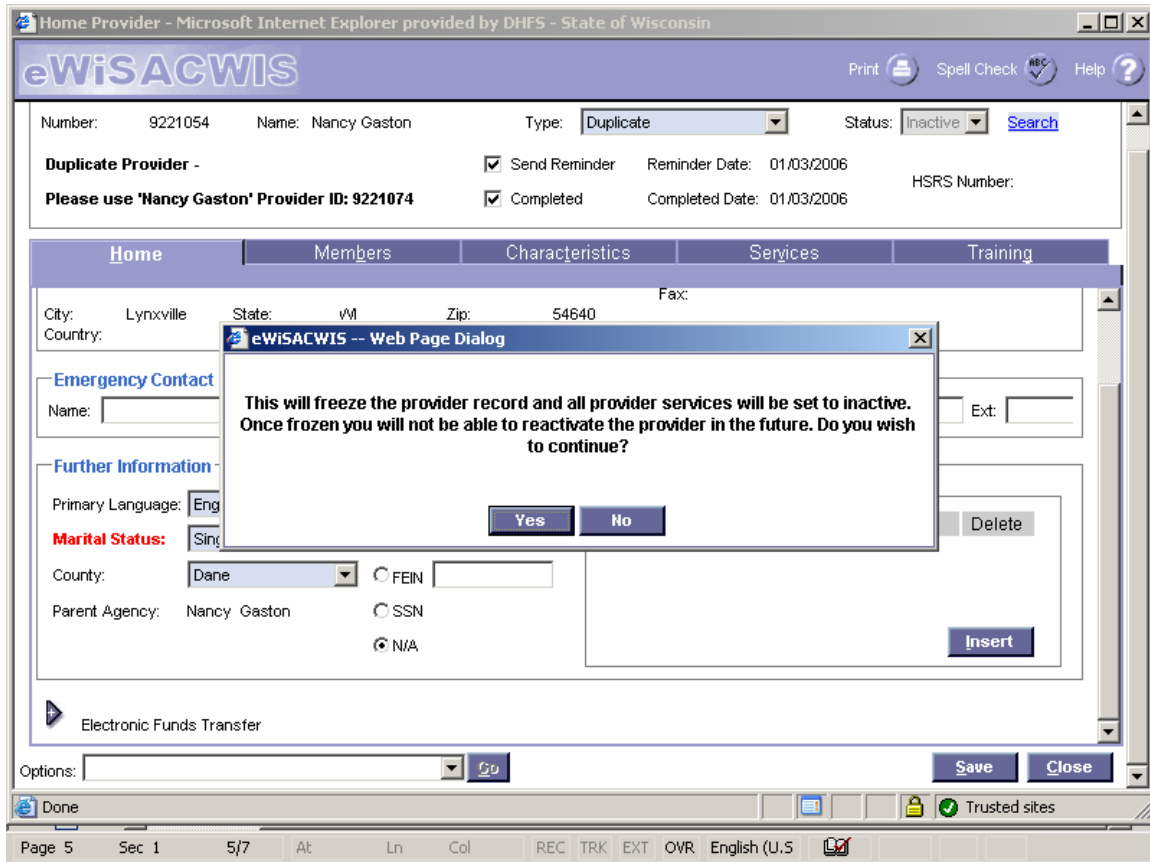
County Provider ID
 County Provider ID Delete

Options:

Done Trusted sites

Provider Link

6. Selecting 'Save' the following message will appear:



Provider Link

1/3/05

7. Select 'Yes'. This will freeze the record.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Basic

Number: 9221054 Name: Nancy Gaston Type: Duplicate Status: Inactive Search

Duplicate Provider -

☒ Send Reminder Reminder Date: 01/03/2006

☒ Completed Completed Date: 01/03/2006 HSRS Number:

Please use 'Nancy Gaston' Provider ID: 9221074

Home Members Characteristics Services Training

Home Information

Parent 1: Nancy Gaston

C/O: Street: 452 Main Street Apt: City: Lynxville State: WI Zip: 54640

Parent 2: Home: (605)555-1258 Ext: Work: (605)122-5489 Ext: Fax:

Emergency Contact Information

Name: Phone: Ext: Name: Phone: Ext:

Further Information

Primary Language: English EFT

Marital Status: Single Female 1099 Form Required

County: Dane FEIN

Parent Agency: Nancy Gaston SSN

County Provider ID

County Provider ID Delete

Options: Go

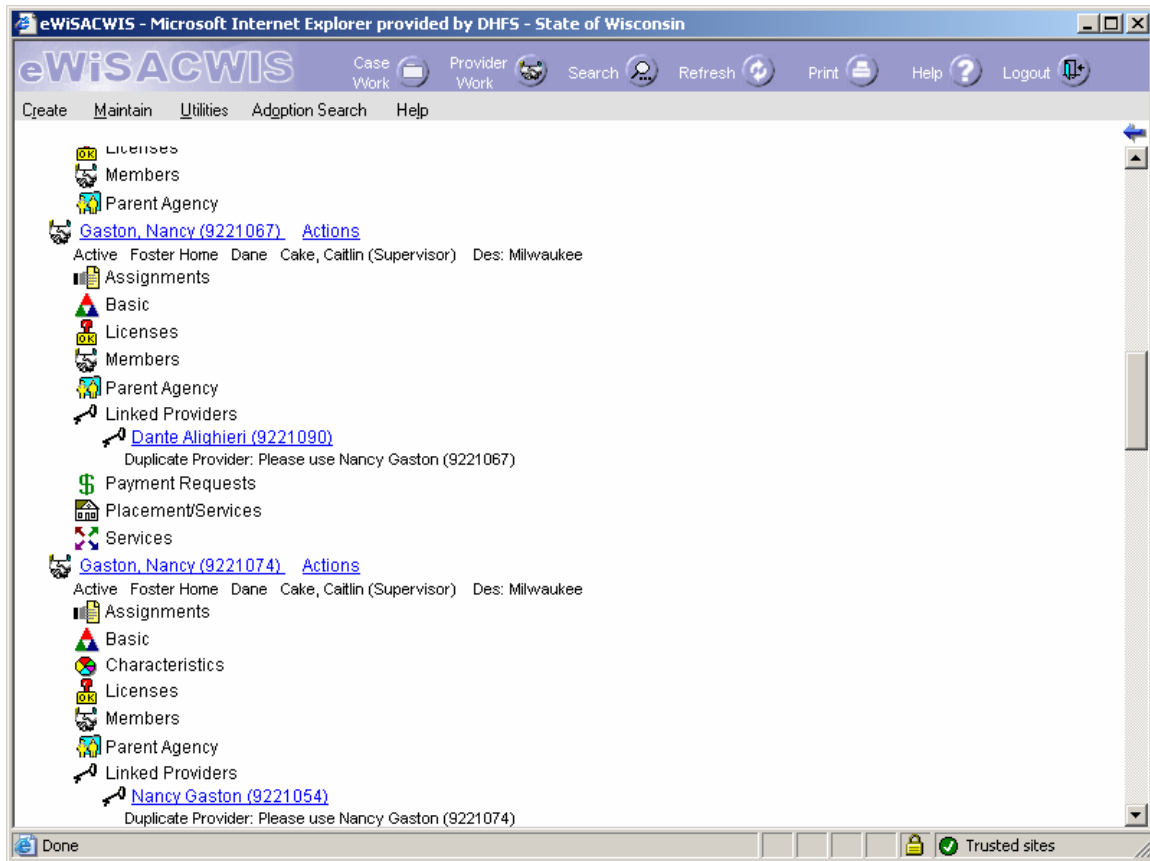
Insert Save Close

Done Trusted sites

Provider Link

1/3/05

8. The outliner will display the linked duplicate providers as shown below:



Provider Link

9. When setting a provider record as an Inactive Duplicate provider that already has records linked to it, all associated records will also change to point to the new retained provider record.